



United States Department of the Interior

OFFICE OF THE SECRETARY

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FINANCIAL MANAGEMENT MEMORANDUM 2017-003 (Vol. X.K)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn *D. A. Glenn*
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Use of Home Rental Services and Similar Non-Conventional Lodging Services

In instances where conventional lodging (e.g., hotels, motels, and corporate lodging providers) within a 50 mile radius of the temporary duty (TDY) location does not exist, employees may use non-conventional home rental lodging providers (e.g., Airbnb, Trovit and Vacation Rental Buy Owner). If the traveler is on extended temporary duty (ETDY) travel, which spans 30 days or longer, home rental providers may also be used as an alternative to conventional lodging, if none can be secured at the expected reduced per diem rate.

When renting private homes for overnight stays, travelers must review the associated administrative fees and ensure that the total cost of the home rental, including the fees, does not exceed the nightly lodging per diem rate authorized for the TDY/ETDY location.

Caution must be exercised when renting private homes for official lodging. Travelers should contact the homeowner prior to travel and ensure that the home is equipped with working smoke detectors throughout the house and a fully charged fire extinguisher. If a fire extinguisher is not present, travelers should request that it be provided as a condition of staying in the home. If an extinguisher is not provided, the traveler should inform the home rental provider that they intend to vacate the home rental agreement and obtain other lodging as the home is unsafe. It is recommended that travelers study the layout of the home and identify exit points in the event an emergency occurs.

A supervisor cannot require a traveler to stay in a private residence unless the traveler is willing to do so and accepts the possible safety risks associated with such lodging. A statement should be in the travel authorization stating that the traveler has agreed to verify the safety of the home obtained for lodging and accepts responsibility for ensuring it has adequate exits, working smoke detectors, and charged fire extinguishers.

Please distribute this guidance to employees as necessary.

If you have any questions concerning this policy, please contact Robert Smith at (202) 208-5684 or via e-mail at Robert_Smith@ios.doi.gov.

cc: Bureau Finance Officers